

City of Aberdeen Façade Improvement Application

Please return your completed application with all supporting documents to:

Facade Improvement Program
City of Aberdeen
Department of Planning and Community Development
60 North Parke Street Aberdeen, Maryland 21001
410-272-1600 ext. 216
Fax: 410-273-7402

APPLICATION CHECKLIST

- _____ Completed application form
- _____ Photographs (color) of existing conditions
- _____ Conceptual idea of improvements or architectural services rendered
- _____ Copy of current Harford County/ City Business License for all businesses occupying the building
- _____ Two contract estimates/bids attached to application

Please check one and provide the necessary documents:

- | | |
|-------------------------------|--------------------------------------|
| _____ Property Deed | _____ Business License |
| _____ Paid Municipal Tax Bill | _____ Business Owner Permission Form |
| _____ Insurance Certificate | |

This application is for assistance to:

Name of Business: _____

Business Address: _____

Business Phone Number: _____

SECTION A. BUILDING OWNERSHIP INFORMATION (Only if different from applicant)

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Please note:

- There can be no liens other than mortgages against the Applicant's property. All payments to the City of Aberdeen and other government entities must be current (taxes, water, etc).

- Projects must conform to applicable building codes, zoning regulations, and/or requirements for public accessibility. Other conditions may apply.
- Applicant is responsible for obtaining appropriate building permits, obtaining bids for construction activity, and must submit any state license numbers that apply to the work and agree to an inspection of the work by the City of Aberdeen.
- Applicant is responsible for submitting design drawing to the Aberdeen Architectural Review Committee (if applicable).

Instructions: Applicants must answer all items; incomplete applications will be returned. Any items which do not apply to your project should be marked "N/A".

SECTION B. PROPERTY INFORMATION

1. Number of businesses occupying the building: _____
2. Number of vacant commercial units in the building: _____
3. How long have these units been vacant: _____
4. Assessed value of the property per Maryland Dept. of Assessment & Taxation: \$_____
5. Year Built: _____
6. Gross area of building: _____
7. Tax ID # _____
8. Current Annual Property Taxes _____
9. Are there any outstanding debts (mortgages, encumbrances, liens, attachments) on the property? Yes_ No__

If "Yes", please indicate all secured interests in this property.

If necessary, attach a separate page to document additional items.

10. First Mortgage Holder Name: _____
11. Address: _____
12. Amount of Mortgage: _____
13. Date of Mortgage: _____
14. Second Mortgage Holder Name: _____
15. Address: _____
16. Amount of Mortgage: _____
17. Date of Mortgage: _____

SECTION C. PROJECT INFORMATION

Please describe the type of improvements you propose to make to the building façade or interior. Include a brief description of all other improvements (use additional sheets, if necessary).

Total Project Cost: \$ _____

Source of Funds: _____

Grant Request in the amount of: _____

Matching Fund obtained through: _____

Have you sought architectural assistance? Yes__ No__

If yes, please attach drawings, renderings and plans.

Firm or individual's Name, Address, and Phone # _____

Please list the names of all contractors who provided an estimate and attach copies of all estimates

Firm or Individual's Name, Address, and Phone # _____

Firm or Individual's Name, Address, and Phone # _____

Firm or Individual's Name, Address, and Phone # _____

Estimated time of project completion? _____

APPLICANT CERTIFICATION

I/we certify that all information provided in the application is accurate and that I/we will complete a facade improvement project in accordance with plans approved by the City of Aberdeen. Upon notification that my/our project is approved for the Façade Improvement Program Grant, I/we will sign a participation agreement authorizing the City of Aberdeen to encumber funds for my/our project, and stipulating that I/we will abide by all program requirements. I further agree that at the conclusion of the facade improvements to maintain the completed project. I/we understand there will be no alterations of the completed work without approval from the City of Aberdeen.

Applicant(s) Signature(s):

_____ Date: _____

_____ Date: _____